

**HEADQUARTERS  
GROUP 12 ILLINOIS WING  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
100 SOUTH JAMES # 3  
SPARTA IL 62286**

18 November 2002

**MEMORANDUM FOR UNIT COMMANDERS, GROUP 12**

**FROM:** Group 12/CC

**SUBJECT:** Introduction, Commanders Packet I

1. The contents of the Commanders Packet I covers several subjects to aid the unit commander. The subjects covered are from application procedures to uniforms. Some subjects have went into more detail than others depending on the writer of that subject. There are certain forms that an individual will need to know about to apply for different activities, schools, awards, etc. In the **Commanders Packet II**, there is a collection of checklists, forms and form letters that can be used to help the unit commander with the administrative process. All subjects are listed in the table of contents of this packet and should give the unit commander general information that will increase his knowledge about Civil Air Patrol.
2. Consider that all situations cannot be covered in this packet, but references to regulations, manuals and pamphlets are made to help the unit commander through the daily process. Unit commanders should take the time to familiarize themselves with the reference directives.
3. There may be duplication in the pages of the Commander Packet I and the checklists, forms and form letters in the Commanders Packet II. These are friendly reminders that each item is important and should be read to get the full value of what is written.
4. It is hopeful that the information in the Commanders Packet I will be informative and useful to each unit commander. I invite comments and suggestions on which to improve the packet.

RICKEY L. OETH, Major, CAP  
Commander

Attachments:  
See table of contents

Distribution:  
1- each unit commander, Group 12